

State of Nevada Content Management System (CMS) DRAFT ADA Remediation Efforts Plan

Purpose:

Americans with Disabilities Act

Department of Administration, Division of Information Technology Services (EITS)

The State of Nevada Department of Administration, Division of Information Technology Services (EITS) is committed to providing access to our electronic and information technology, including our web pages and PDFs in the State of Nevada's Content Management System (CMS), for individuals with disabilities in accordance with the World Wide Web Consortium's (W3C's), Web Content Accessibility Guidelines (WCAG) 2.0 Levels A & AA, and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.

The State of Nevada Department of Administration, Division of Information Technology Services (EITS), is working to ensure that State employees with disabilities, and members of the public with disabilities seeking information or services from us, have access to and use of information and data that is comparable to the access and use by State employees, or members of the public who are not individuals with disabilities, unless an undue burden would be imposed on us. To meet this commitment, we are in the process of re-designing our web pages to exceed the standards of the World Wide Web Consortium's (W3C's), Web Content Accessibility Guidelines (WCAG) 2.0 Levels A & AA, and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.

If you have a disability and the format of any material on our State of Nevada's Content Management System (CMS) web pages interferes with your ability to access the information, please [click here](#), and the webmaster will refer your request to the appropriate Department component, and the component will respond to your request. To enable us to respond in a manner most helpful to you, please indicate the nature of the accessibility problem, the web address of the requested material, your preferred format in which you want to receive the material (electronic format (ASCII, etc.), standard print, large print, etc.), and your contact information.

Thank you for your patience while we re-design our site to better serve all constituents.

State of Nevada Website ADA Compliance



The in compliance logo to the left will display in the footer of all State of Nevada's Content Management Systems(CMS) websites that have been tested and met the Section 508 WCAG 2.0 Levels A & AA Compliance Standards



The logo in-progress logo to the right will display in the footer of all State of Nevada Content Management System (CMS) Websites that are currently updating their site to meet the Section 508 WCAG 2.0 Levels A & AA Compliance Standards

Americans with Disabilities Act

Department of Human Resource management's Equal Employment Opportunity Office (EEO)

The Division of Human Resource Management's Equal Employment Opportunity Office (EEO) coordinates the State's various ADA programs and resources, ensuring employees and citizens are referred to the right person. ADA is considered to be the first lawful affirmation for equal treatment of Americans with mental and physical disabilities, the ADA prohibits discrimination against people with disabilities in employment, government services, public accommodations, commercial facilities, education and other areas of society.

Citizens

Citizens with concerns regarding ADA issues related to government services, public accommodations, commercial facilities, and other areas can find various resources through the Department of Transportation or the Department of Administration's Public Works Division. Citizens who would like to file a complaint can do so by following the Department of Transportation or Public Works Division links or by submitting our online form

and the EEO office will forward your complaint to the proper Agency for review. The Department of Transportation Complaint Form Department of Administration's Public Works Division Complaint Form File a Complaint Online.

Employees

Employees with concerns regarding ADA issues should contact their Agency Human Resource or Personnel representative, or can file a complaint online through NEATS, or by completing the Sexual Harassment or Discrimination Complaint form and forwarding the document to our office. Sexual Harassment or Discrimination Complaint form.

Contact

For information on the State of Nevada ADA Compliance please contact:

Tammy Smith – EEO Officer
100 North Stewart Street, Suite 200
Carson City, NV 89701
Phone: (775)-684-0104

Amy Taylor
EEO Administrator

ADA Americans with Disabilities Act

appears on the top right of all State of Nevada's Content Management System (CMS) websites, and links to the information listed above.

EITS Web team and History:

The State of Nevada Department of Administration, Division of Information Technology System (EITS) Enterprise Web team first started working on ADA compliance in 2001.

Governor Guinn's created an Executive order requiring ADA compliance as well as a consistent look and feel (branding) for all state websites. One feature that was lacking on the current FrontPage websites was robust site navigation, so an enterprise version of AJMENU was purchased. Bobby, a free ADA compliant checking tool, was also selected to assist in making our state websites compliant. The Manager of the EITS web team conducted three group training classes for 60+ website coordinators at agencies that used our services so they could begin to assume editing responsibilities for their websites. During those training sessions, users were provided a prototype website built especially for each individual agency complete with new AJMENU navigation that were Section 508 compliance . A training website was also created that hosted instructions, templates, style guides and other tools to assist agencies in redesigning their existing content to meet the branding and ADA requirements mandated by the Governor. After the last class, agencies were given 30 days to make homepages compliant and 90 days for the entire sites to be ADA compliant with new branding. ***This goal was met, unfortunately without an ADA monitoring tool in place; the sites did not stay compliant very long.***

In 2015, articles about ADA compliance started to circulate and we realized we needed to once again put our efforts on making the State of Nevada CMS ADA compliant. When doing our research, we realized how big an initiative it really was. We discovered a free ADA compliance tool, Wave, however the Wave had some limitations:

- It would only remediate one page at a time
- The tool identified and flagged issues, however, understanding how to fix them was another huge effort that made us realize we needed to learn a lot more if we wanted to continue

EITS Enterprise web team needed to become proficient in ADA remediation.

- We found Lynda.com and took many ADA training classes to understand what was needed to remediate not only HTML content, but all of the documents that resided in the websites
- We found Brett Silver, manager of Talking Books in Las Vegas
 - Brett was blind at birth
 - Brett offered to use JAWS to help us test the Smart forms and templates in our CMS environment
See Specific Testing Requests for Brett Silver for ADA Compliance Testing using Jaws (attached)
 - [Other resources](#)

- Research of other 50 states
 - Collaborated with State of Michigan

EITS Enterprise web team then started to reconcile all of the information collected, and began to put a plan in place.

- List all components of ADA that needs to be addressed
 - State of Nevada CMS environment
 - CMS websites
 - Websites using our templates
 - Websites in our CMS environment that do not use our templates
 - CMS Templates
 - CMS Smart forms
- Researched ADA Compliance tools and found the Siteimprove tool to be the most comprehensive
 - Siteimprove
 - Recommended tool to Management but was not purchased because of funding
- Department of Justice, Office of Civil Rights cited the Department of Education (DOE) for not being ADA compliant
 - Met with DOE, and recommended Siteimprove to help them remediate their sites
 - DOE and EITS agreed to purchase the tool for DOE
 - EITS web team staff needed to take ADA classes to understand ADA remediation
 - EITS web team also needed to get approval from OCR to train DOE Webmaster
 - EITS web team staff worked with the Department of Education and the Attorney for the Department of Education
 - Wrote documentation results for OCR, and answered OCR questions whenever needed
 - EITS web team staff continues to work with OCR and Siteimprove to assist in making DOE ADA compliant

Website	Pages	A Issues	AA Issues	AAA Issues	PDF Issues
Governor's office	47	2	✓	2	N/A
State of Nevada	38	1	✓	✓	N/A
Department of Education	905	25	2	7	2,147
Bully Free Zone	44	✓	✓	✓	27
Nevada Ready	26	21	2	6	15

For Updated [status of our Remediation Effort using Siteimprove](#)

- Web team needed to write a Reconciliation plan
- Webteam needed to write an ADA training plan
- Put together a method of reporting the State of Nevada's remediation Effort Status

For our Chronological Remediation efforts, see Attached.

Evaluation:

Purpose is to identify and evaluate everything about the State of Nevada CMS so we can begin to understand the scope of our ADA remediate efforts.

Evaluate the State of Nevada's CMS environment and identify:

1. Total # of valid websites in the State of Nevada CMS
2. How many documents (forms, surveys, PDFs, Excel, Word, PowerPoint, Miscellaneous)?
3. How many images?
4. Status of remediation:
 - Meets Standards
 - In Progress
 - Not Started

Summary of the State of Nevada CMS Content, Files, Documents:

CMS Summary:

116	25,167	247	67,304	1,144	4,070	479	12,574	1,612	104	87,971

[Detailed listing of all State of Nevada CMS websites \(attached\)](#)

Evaluate the State of Nevada's CMS environment and identify:

1. Are the websites EITS supported or Agency supported Smart forms
 - Web team cannot remediate Agency supported sites ONLY as they are not using our Smart Forms
2. Total # of Smart Forms

3. Different types of Smart Forms being used

- How many webpages are using each Smart Form?

4. Does each Smart Form have an ADA complaint Smart form been created?

- If not, Web team will build an ADA Smart Form

Reconciliation:

Reconcile that all smart forms being used have a remediated ADA Smart Form

Results: Number of Supported Smart Forms in the State of Nevada's CMS (2016):

Original Smart Form	#pages	ADA Smart Forms	#pages	Status/Comments	Audited
Page Program	5585	Page-Program ADA		RENAME	
		ADA Page Program	19		
State: Page Program V3	3183				
		ADA State Program V4	502		
Page	2544				
Press Releases	1690	ADA Press Release	4		
Web Event Smart Form	1268				
Links	1142	ADA Links	10		
Staff List	849	ADA Staff List	8		
Meetings & Agendas	806	ADA Meetings & Agendas	41		
		ADA Meetings - Topic	4		
Documents	636	ADA Documents	69		
Proclamations		ADA Proclamations	426		
Page-FAQs	387				
Slides	301	ADA Slides	24		
Initiative Box	236	ADA Initiative			
Press Release - PIO	212	ADA Press Release - PIO	10		
Carousel	166	ADA Carousel	10		
Site Setup	183				
Glossary	115				
Social Media Links	79	ADA Social Media	83		
Page Directory	24				
Service Catalog	23				
YouTube	22				
Countdown Clock	14				
AMBER Alert	8				
Agency directory	7				
EBlastV3	5				
Eblast Template	1				
Eblast Newsletter	2				
ADA State: V3 List Serve4	4				
Alert	2				
Flag Status	3				

For more details see attached report

ADA Training:

Available Training on State of Nevada ADA website (November 2017)

1. [ADA Remediation training](#)

State of Nevada- Division of Enterprise IT Services

American Disability (ADA) Remediation Efforts

NV ^{gov} Agencies Jobs About Nevada

Google Custom Search

ADA Americans with Disabilities Act

HOME COMPLIANCE COLLABORATION REMEDIATION EFFORTS RESOURCES

▶ NEVADA'S EFFORTS TO MAKE THEIR WEBSITES COMPLIANT

Status as of: October 13, 2017

[SiteImprove Accessibility Status](#)

Site Accessibility Remediation

- ▶ [ADA.nv.gov](#)
- ▶ [Governor's Office](#)
- ▶ [Official State of Nevada Website](#)
- ▶ [Education's Main Website](#)
- ▶ [Bully Free Zone](#)

ADA Compliant Websites

- ▶ [New State of Nevada Prototype](#)
- ▶ [Status: All CMS websites](#)

Things Users Can do to start making their websites ADA Compliant

- [ADA Overview & Webinars](#)
- [ADA Compliant Documents?](#)
- [ADA Compliant Content?](#)
- [What Users Can Do Now!](#)
Understand the issue!
Learn ways to solve it!
Use tools to help!
Start NOW!
- [SiteImprove Compliance Tool](#)
- [Remediation Plan](#)

View documents on this page with these document viewers:
[Adobe Reader](#) | [MS Word](#) | [MS Excel](#) | [MS PowerPoint](#)

HOME
[State of Nevada](#)
[Governor's Office Website](#)
[Enterprise IT](#)

COMPLIANCE
[Conformance Severity](#)
[Explanations](#)
[Training](#)
[What Users Can Do](#)

COLLABORATION
[Collaborators](#)
[Meetings](#)

REMEDATION EFFORTS
[Remediation Plan](#)
[Compliance Training](#)
[Lessons Learned](#)
[What Users Can Do](#)
[ADA.nv.gov](#)
[Department of Education](#)
[Governor's Office](#)
[Remediation](#)
[State of Nevada Official Website](#)

Select Language ▼

Section 508 WCAG 2.0 ADA Compliance In Progress

RESOURCES

The Official State of Nevada Website | Copyright ©2017 State of Nevada - All Rights Reserved [Privacy Policy](#) [ADA Training/Webinars](#)

Build a training class in Moodle ELearn for State of Nevada CMS users on ADA:

1. EITS Web team has put together the following training class syllabus to be added to the in Nevada ELearn (Moodle)
 - Design the ADA training course after the current State Security training
 - i. First time on-line training for State of Nevada CMS users, and then future refresher courses
 - ii. Mandatory:
 1. Everyone using the State of Nevada CMS is required
 2. New Employees (part of onboarding)

MOODLE Training Class:

- Section 1 - Overview of ADA
 - What is ADA
 - What are the ADA requirements
 - EITS Web Team's Chronological list of our Remediation efforts (see attached)
 - ADA Resources:
 - i. [ADA](#) Webinars - [ADA Compliance Training](#)
 - *Quiz – one to three questions*
- Section 2 – “Remove/delete it, or you have to Remediate it!”
 - Recommend users review the content & documents in their websites and DELETE off garbage
 - Recommend they only keep current & one previous year of data
 - Websites are NOT storage areas – Don't use it to archive your information
 - *Quiz – one to three questions*
- Section 3 - Siteimprove tool
 - What it is?
 - Why we need to do it?
 - How Siteimprove can help them identify ADA errors

- How Siteimprove will suggest possible solutions to correct their ADA errors
- What is required of them to start using the Siteimprove tool
 - Get access
 - Take the Siteimprove Training Course(s) & become Certified
 - How they can take advantage of their ADA Experts
- Resources (O/S class) – (see State CMS Evaluation – Webpages, Smart forms – Supported Smart Forms in CMS)
- Quiz- One to three questions

- Section 4 – How to remediate their content
 - Discuss each current Smart form versus the new ADA Smart Form
 - Differences between current & new ADA Smarts
 - What they need to do to remediate the content
 - Step by Step - Example of how to remediate our most used Smart forms
 - Page Program V4
 - Staff Listing
 - Meetings
 - Videos
 - Resources
 - (see State CMS Evaluation – Webpages, Smart forms – Supported Smart Forms in CMS)
 - Each new ADA Smart form
 - will be available on the [State of Nevada ADA website](#)
 - Will have detailed Instructions how to remediate
 - Quiz – one to three questions

- Section 5 - How to remediate their Documents
 - Steps on how to remediate Word
 - Steps on how to remediate Excel
 - Steps on how to remediate PowerPoint
 - Resources
 - i. Resources (O/S classes that are available – Training for ADA Documentation Remediation if the users feel they need more detail)

- Section 6 – How to remediate their PDFs
 - To remediate PDFs, it is easier to go back to source (word, Excel, PowerPoint) and remediate them, and then create a new PDF
 - If you do not have the source for PDF

i. Steps you can follow

- Frequently Asked Questions
- Tips & Suggustions
- Final Exam (certificate)
 - Based on Quizes at end of each section
- Feedback/Survey

Outreach:

1. Send Letter to Department heads about ADA requirements
 - a. EITS Administrator

2. Use our CMSUSER listserv to communicate with our CMS content users
 - a. Listserv is generated by downloading current CMS users & populating the CMSUSER list
 - b. This ensures we have all CMS users

3. ADA Presentations – one in the north and one in the south
 - a. Overview of ADA – PowerPoint Presentation
 - b. ADA Requirements
 - c. Overview of Siteimprove
 - d. Overview of our other tools and training available to them to help them remediate their websites
 - i. Lessons Learned
 - ii. ADA website
 - iii. ADA Training class for CMS users

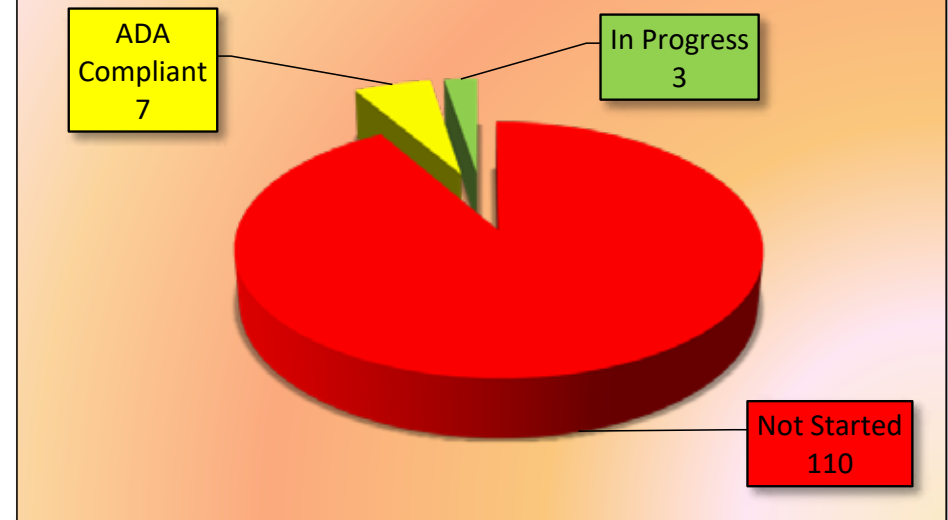
 - e. North
 - i. Division of Enterprise Information Technology Services
 1. CIO
 2. Deputy Chief – David Haas
 3. Chief- Suzie Block
 4. Manager, Web Team – Linda DeSantis
 5. Other EITS Web team staff
 - ii. Department of Personnel
 1. EEO – Tammy Smith

STATE OF NEVADA ADA REMEDIATION EFFORTS TO DATE & STATUS (TOTALS)

TOTAL SUMMARY OF WEBSITES:

DEPARTMENT	NOT STARTED	IN PROGRESS	ADA COMPLIANT
MISC (INTRANET, PROTOTYPES, TEST SITES)	23	3	1
ADMINISTRATION	17	1	0
AGRICULTURE	4	0	0
ATTORNEY GENERAL	6	0	0
BOARD	29	0	0
BUSINESS & INDUSTRY	16	0	0
CONSERVATION & NATURAL RESOURCES	2	0	0
EDUCATION	1	1	1
EMPLOYMENT, TRAINING & REHABILITATION	1	0	0
GOVERNOR'S OFFICE	8	2	1
HEALTH & HUMAN SERVICES	7	0	0
NVCOURTS	1	0	0
PUBLIC SAFETY	14	0	0
TAXATION	2	0	0
TREASURER	2	0	0
TOTAL	110	7	3

ADA Website Remediation Status



ADA REMEDIATION EFFORTS SUMMARY BY DEPARTMENT

DEPARTMENT NAME	TOTAL DEPT WEBSITES	WEB PAGES	FORMS SURVEYS	PDFS	EXCEL	WORD	PPT	IMAGES	AUDIO	VIDEOS	UNKNOWN FILE TYPE	TOTAL FILES
MISCELLANEOUS	23	3,252	19	4,337	123	1,258	83	1,838	0	3	3	7,643
ADMINISTRATION	18	2570	72	8478	320	853	33	1282	0	9	632	11603
AGRICULTURE	4	1722	10	3660	92	88	47	1371	4	2	2	5260
ATTORNEY GENERAL	6	1129	6	2525	12	26	5	688	9	17	25	3281
BOARD	29	1952	22	7673	41	74	5	862	92	2	96	8751
BUSINESS & INDUSTRY	16	2246	18	10389	150	591	34	1301	36	9	82	12547
CONSERVATION & NATURAL RESOURCES	2	962	8	4105	19	88	5	669	1	0	10	4896
EDUCATION	3	1,446	24	2,558	91	278	39	395	35	6	41	3,402
EMPLOYMENT, TRAINING & REHABILITATION	1	11	0	2	1	0	0	44	0	0	0	47
GOVERNOR'S OFFICE	11	3,849	19	5,861	48	294	54	2,752	65	10	78	9,087
HEALTH & HUMAN SERVICES	7	4,537	61	15,551	203	1,269	120	1,474	6	17	27	18,644
NVCOURTS	1	2,956	0	31	0	0	0	490	1,326	29	1,357	1,878
PUBLIC SAFETY	14	1,127	3	4,201	53	249	119	823	0	1	3	5,448
TAXATION	2	384	4	1,791	113	258	18	225	38	1	41	2,446
TREASURER	2	296	0	479	1	2	0	198	0	1	1	681
TOTAL DEPARTMENTS (NOT MISCELLANEOUS)	116	25,187	247	67,304	1,144	4,070	479	12,574	1,612	104	2,395	87,971

ADA REMEDIATION WEBSITE DETAILS

DEPARTMENT	WEBSITE NAME	WEB PAGES	FORMS AND SUR-					PPT	IMAGES	AUDIO	VIDEOS	UNKNOWN FILE TYPE	TOTAL FILES	ADA STATUS
			VEYS	PDFS	EXCEL	WORD								
INTRANET	AGENCYITSERVICES.NV.GOV	67	3	79	0	41	7	96	0	0	0	223	NOT STARTED	
PROTOTYPE	ASD.NV.GOV	41	1	127	5	25	0	9	0	0	0	166	NOT STARTED	
INTRANET	DHHS-STAFF.NV.GOV	28	0	0	0	0	0	2	0	0	0	2	NOT STARTED	
PROTOTYPE	DHHSNEW.NV.GOV	64	0	0	0	0	0	48	0	0	0	48	IN PROGRESS	
ADMINISTRATION - NEW INTRANET	EITS.NV.GOV	2	0	0	0	0	0	0	0	0	0	0	NOT STARTED	
PROTOTYPE	EMERGENCY.NV.GOV	2	0	0	0	0	0	0	0	0	0	0	NOT STARTED	
NEW SITE - IN PROGRESS	ENDNEVADASBACKLOG.AG.NV.GOV	31	0	1	0	0	0	4	0	0	0	5	NOT STARTED	
INTRANET	HR.INTRANET.NV.GOV	48	0	461	11	5	1	59	0	0	0	537	NOT STARTED	
INTRANET - FITS	INET.NV.GOV	326	1	980	80	1068	19	18	0	0	0	2164	NOT STARTED	
ADMINISTRATION - INTRANET	INTADMIN.NV.GOV	38	3	3	2	9	0	62	0	0	0	76	NOT STARTED	
ADMINISTRATION - INTRANET	INTEITS.NV.GOV	10	0	0	0	0	0	18	0	0	0	18	NOT STARTED	
PROTOTYPE	INTEXAMPLE.NV.GOV	8	0	0	0	0	0	0	0	0	0	0	NOT STARTED	
ADMINISTRATION - INTRANET	INTGEO.NV.GOV	12	0	35	2	4	1	8	0	0	0	50	NOT STARTED	
ADMINISTRATION - GRANT PROTOTYPE	LVINCIDENT.NV.GOV	11	0	0	0	0	0	6	0	0	0	6	IN PROGRESS	
PUBLIC SAFETY	OPR.DPS.NV.GOV	15	0	2	0	0	0	0	0	0	0	2	NOT STARTED	
ADMINISTRATION - WEB TEAM	PRACTICE.NV.GOV	2357	8	1839	7	35	6	1442	0	3	3	3335	NOT STARTED	
ADMINISTRATION - WEB TEAM	PRACTICEBU.NV.GOV	14	1	0	0	0	0	3	0	0	0	3	NOT STARTED	
PUBLIC SAFETY	RCCD.NV.GOV	86	1	752	2	23	48	47	0	0	0	871	NOT STARTED	
BUSINESS & INDUSTRY	SSBCI.NV.GOV	11	0	2	0	0	0	3	0	0	0	5	NOT STARTED	
ADMINISTRATION - WEBTEAM	STAGING.NV.GOV	7	0	0	0	0	0	6	0	0	0	6	NOT STARTED	
ADMINISTRATION - WEBTEAM	VICTEST.NV.GOV	5	0	0	0	0	0	1	0	0	0	1	NOT STARTED	
ADMINISTRATION - WEBTEAM	WEBTEAM.NV.GOV	69	1	56	14	48	1	6	0	0	0	125	ADA COMPLIANT	
MISCELLANEOUS WEBSITES:		ZZ - TOTAL ROWS: 23	3252	19	4337	123	1258	83	1838	0	3	3	7643	
ADMINISTRATION	ADA.NV.GOV	194	7	81	2	48	2	56	0	0	0	189	IN PROGRESS	
ADMINISTRATION	ADMIN.NV.GOV	135	3	191	12	32	4	135	0	0	0	372	NOT STARTED	
ADMINISTRATION	ADMINSVCS.NV.GOV	20	2	8	108	0	0	2	0	0	0	118	NOT STARTED	

DEPARTMENT	WEBSITE NAME	FORMS AND SUR-										TOTAL FILES	ADA STATUS
		WEB PAGES	VEYS	PDFS	EXCEL	WORD	PPT	IMAGES	AUDIO	VIDEOS	FILE TYPE		
ADMINISTRATION	AGENCY.NV.GOV	124	6	13	1	1	0	44	0	0	0	59	NOT STARTED
ADMINISTRATION	AMBERALERT.NV.GOV	31	1	27	0	4	0	61	0	6	0	98	NOT STARTED
ADMINISTRATION	CRIMECOMMISSION.NV.GOV	15	0	29	0	2	0	35	0	0	0	66	NOT STARTED
ADMINISTRATION	GRANT.NV.GOV	31	2	84	1	1	0	66	0	0	1	153	NOT STARTED
ADMINISTRATION	HEARINGS.NV.GOV	44	3	91	0	0	0	14	0	0	0	105	NOT STARTED
ADMINISTRATION	HR.NV.GOV	483	6	4385	18	189	5	59	0	1	0	4655	NOT STARTED
ADMINISTRATION	IT.NV.GOV	310	25	222	5	41	4	367	0	0	0	639	NOT STARTED
ADMINISTRATION	MOTORPOOL.NV.GOV	87	2	23	0	0	0	67	0	0	1	91	NOT STARTED
ADMINISTRATION	NSLA.NV.GOV	295	5	993	59	196	15	123	0	0	630	2016	NOT STARTED
ADMINISTRATION	NVJOBS.NV.GOV	47	1	55	0	5	0	70	0	1	0	131	NOT STARTED
ADMINISTRATION	OPEN.NV.GOV	4	0	0	0	0	0	7	0	0	0	7	NOT STARTED
ADMINISTRATION	PUBLICWORKS.NV.GOV	109	1	526	18	29	1	14	0	1	0	589	NOT STARTED
ADMINISTRATION	PURCHASING.NV.GOV	472	6	1542	86	281	0	36	0	0	0	1945	NOT STARTED
ADMINISTRATION	RISK.NV.GOV	104	1	140	10	23	2	49	0	0	0	224	NOT STARTED
ADMINISTRATION - SMART 21	SMART21.NV.GOV	20	0	0	0	1	0	6	0	0	0	7	IN PROGRESS
ADMINISTRATION	VOC.NV.GOV	45	1	68	0	0	0	71	0	0	0	139	NOT STARTED
ADMINISTRATION	ZZ - TOTAL ROWS: 19	2570	72	8478	320	853	33	1282	0	9	632	11603	
AGRICULTURE	AGRI.NV.GOV	1489	10	3131	86	55	39	1075	4	1	0	4389	NOT STARTED
AGRICULTURE	COMMODITYFOODS.NV.GOV	55	0	297	2	4	0	23	0	0	0	326	NOT STARTED
AGRICULTURE	NUTRITION.NV.GOV	89	0	91	3	12	8	84	0	1	0	199	NOT STARTED
AGRICULTURE	NVAGED.NV.GOV	89	0	141	1	17	0	189	0	0	0	346	NOT STARTED
AGRICULTURE	ZZ - TOTAL ROWS: 4	1722	10	3660	92	88	47	1371	4	2	2	5260	
ATTORNEY GENERAL	AG.NV.GOV	933	4	2269	12	19	5	448	9	17	0	2778	NOT STARTED
ATTORNEY GENERAL	CHILDADVOCATE.NV.GOV	15	0	1	0	0	0	20	0	0	0	21	NOT STARTED
ATTORNEY GENERAL	NAIW.NV.GOV	34	0	30	0	0	0	26	0	0	0	56	NOT STARTED
ATTORNEY GENERAL	NVAGOMLA.NV.GOV	46	0	7	0	7	0	126	0	0	0	140	NOT STARTED
ATTORNEY GENERAL	NVPAC.NV.GOV	91	0	210	0	0	0	26	0	0	0	236	NOT STARTED
ATTORNEY GENERAL	VAAN.NV.GOV	10	2	8	0	0	0	42	0	0	0	50	NOT STARTED
ATTORNEY GENERAL	ZZ - TOTAL ROWS: 6	1129	6	2525	12	26	5	688	9	17	25	3281	
BOARD	ALCOHOL.NV.GOV	64	0	104	0	2	0	13	0	0	0	119	NOT STARTED
BOARD	BARBER.NV.GOV	19	0	7	0	1	0	9	0	0	0	17	NOT STARTED
BOARD	BELTCA.NV.GOV	33	1	101	0	0	0	12	0	0	0	113	NOT STARTED
BOARD	BOP.NV.GOV	103	7	583	1	6	0	40	0	0	0	630	NOT STARTED
BOARD	BOXING.NV.GOV	62	0	1237	0	0	0	29	0	0	0	1266	NOT STARTED

DEPARTMENT	WEBSITE NAME	WEB PAGES	FORMS AND SUR-							UNKNOWN FILE TYPE	TOTAL FILES	ADA STATUS	
			VEYS	PDFS	EXCEL	WORD	PPT	IMAGES	AUDIO				VIDEOS
BOARD	CHIROBD.NV.GOV	47	0	193	0	0	0	34	0	0	0	227	NOT STARTED
BOARD	COSMETOLOGY.NV.GOV	89	0	187	0	0	0	37	91	0	0	315	NOT STARTED
BOARD	CRPTR.NV.GOV	43	0	149	0	1	0	14	0	0	0	164	NOT STARTED
BOARD	DAIRY.NV.GOV	101	1	140	0	0	0	101	0	0	0	241	NOT STARTED
BOARD	DENTAL.NV.GOV	62	0	552	0	0	0	14	0	0	0	566	NOT STARTED
BOARD	ETHICS.NV.GOV	67	0	696	0	1	0	34	1	0	0	732	NOT STARTED
BOARD	FUNERAL.NV.GOV	35	0	165	0	0	0	20	0	0	0	185	NOT STARTED
BOARD	JUDICIAL.NV.GOV	123	0	264	0	0	0	16	0	0	0	280	NOT STARTED
BOARD	MARRIAGE.NV.GOV	81	1	241	0	17	0	19	0	0	0	277	NOT STARTED
BOARD	MASSAGETHERAPY.NV.GOV	39	1	92	0	0	0	20	0	0	1	113	NOT STARTED
BOARD	MEDBOARD.NV.GOV	90	1	174	0	0	0	26	0	0	0	200	NOT STARTED
BOARD	MINERALS.NV.GOV	59	0	372	0	0	2	56	0	0	1	431	NOT STARTED
BOARD	NEVADAATHLETICTRAINERS. NV.GOV	39	0	141	0	0	0	9	0	0	0	150	NOT STARTED
BOARD	NSBLA.NV.GOV	34	1	109	0	0	0	31	0	0	0	140	NOT STARTED
BOARD	NVBDO.NV.GOV	40	0	120	0	0	0	16	0	0	0	136	NOT STARTED
BOARD	ORIENTALMEDICINE.NV.GOV	28	0	100	0	2	0	13	0	0	0	114	NOT STARTED
BOARD	PARDONS.NV.GOV	43	0	46	0	1	0	43	0	0	0	89	NOT STARTED
BOARD	PAROLE.NV.GOV	131	0	585	0	4	0	27	0	0	0	615	NOT STARTED
BOARD	PODIATRY.NV.GOV	30	0	78	0	0	0	6	0	0	0	84	NOT STARTED
BOARD	POST.NV.GOV	82	0	343	0	1	3	26	0	2	0	375	NOT STARTED
BOARD	PSYEXAM.NV.GOV	56	0	298	0	20	0	25	0	0	0	343	NOT STARTED
BOARD	PTBOARD.NV.GOV	48	1	231	1	9	0	15	0	0	0	256	NOT STARTED
BOARD	PUC.NV.GOV	246	7	165	38	6	0	147	0	0	3	359	NOT STARTED
BOARD	SOCWORK.NV.GOV	58	1	200	1	3	0	10	0	0	0	214	NOT STARTED
BOARD	ZZ - TOTAL ROWS: 29	1952	22	7673	41	74	5	862	92	2	96	8751	
BUSINESS & INDUSTRY	BUSINESS.NV.GOV	367	1	409	0	54	0	237	0	0	0	700	NOT STARTED
BUSINESS & INDUSTRY	CONSUMERAFFAIRS.NV.GOV	54	0	91	0	4	0	36	0	0	2	133	NOT STARTED
BUSINESS & INDUSTRY	DIR.NV.GOV	123	4	607	8	33	0	88	0	0	0	736	NOT STARTED
BUSINESS & INDUSTRY	DOI.NV.GOV	582	0	1236	41	128	2	113	1	0	1	1522	NOT STARTED
BUSINESS & INDUSTRY	EMRB.NV.GOV	76	0	2031	0	11	0	35	0	0	0	2077	NOT STARTED
BUSINESS & INDUSTRY	FID.NV.GOV	34	0	380	5	7	0	22	1	6	0	419	NOT STARTED
BUSINESS & INDUSTRY	HOMEMEANSNEVADA.GOV	30	1	20	0	2	0	57	0	0	17	96	NOT STARTED

DEPARTMENT	WEBSITE NAME	FORMS AND SUR-										TOTAL FILES	ADA STATUS
		WEB PAGES	VEYS	PDFS	EXCEL	WORD	PPT	IMAGES	AUDIO	VIDEOS	UNKNOWN FILE TYPE		
BUSINESS & INDUSTRY	HOUSING.NV.GOV	147	0	705	28	290	28	422	22	2	20	1517	NOT STARTED
BUSINESS & INDUSTRY	LABOR.NV.GOV	73	0	207	0	34	0	22	0	0	2	265	NOT STARTED
BUSINESS & INDUSTRY	MHD.NV.GOV	73	0	251	1	3	0	28	12	0	0	295	NOT STARTED
BUSINESS & INDUSTRY	MLD.NV.GOV	83	0	432	4	1	4	39	0	1	0	481	NOT STARTED
BUSINESS & INDUSTRY	NTA.NV.GOV	60	0	1446	8	15	0	18	0	0	0	1485	NOT STARTED
BUSINESS & INDUSTRY	RATES.DOI.NV.GOV	10	0	0	0	0	0	9	0	0	0	9	NOT STARTED
BUSINESS & INDUSTRY	RED.NV.GOV	358	4	1849	10	6	0	30	0	0	0	1895	NOT STARTED
BUSINESS & INDUSTRY	SMALLBIZ.NV.GOV	88	1	47	1	0	0	57	0	0	0	104	NOT STARTED
BUSINESS & INDUSTRY	TAXI.NV.GOV	88	7	678	44	3	0	88	0	0	0	813	NOT STARTED
BUSINESS & INDUSTRY	ZZ - TOTAL ROWS: 16	2246	18	10389	150	591	34	1301	36	9	82	12547	
CONSERVATION & NATURAL RESOURCES	NEVADARECYCLES.NV.GOV	38	0	74	10	9	0	76	0	0	0	169	NOT STARTED
CONSERVATION & NATURAL RESOURCES	WWW.NDOW.ORG	924	8	4031	9	79	5	593	1	0	9	4727	NOT STARTED
CONSERVATION & NATURAL RESOURCES	ZZ - TOTAL ROWS: 2	962	8	4105	19	88	5	669	1	0	10	4896	
EDUCATION	BULLYFREEZONE.NV.GOV	67	6	18	0	8	1	59	0	0	0	86	ADA COMPLIANT
EDUCATION	CHARTERSCHOOLS.NV.GOV	61	1	927	48	193	4	40	12	6	0	1230	NOT STARTED
EDUCATION	WWW.DOE.NV.GOV	1318	17	1613	43	77	34	296	23	0	0	2086	IN PROGRESS
EDUCATION	ZZ - TOTAL ROWS: 3	1446	24	2558	91	278	39	395	35	6	41	3402	
EMPLOYMENT, TRAINING/REHABILITATION	PREFERREDPURCHASE.NV.GOV	11	0	2	1	0	0	44	0	0	0	47	NOT STARTED
EMPLOYMENT, TRAINING & REHABILITATION	ZZ - TOTAL ROWS: 1	11	0	2	1	0	0	44	0	0	0	47	
GOVERNOR'S OFFICE	BUDGET.NV.GOV	158	2	1083	37	139	12	36	0	0	0	1305	NOT STARTED
GOVERNOR'S OFFICE	DEFCOMP.NV.GOV	52	0	252	0	0	2	45	50	7	0	356	NOT STARTED
GOVERNOR'S OFFICE	DROUGHT.NV.GOV	42	1	82	0	0	0	35	0	2	0	119	NOT STARTED
GOVERNOR'S OFFICE	ENERGY.NV.GOV	174	1	1348	6	42	12	136	10	0	0	1554	NOT STARTED
GOVERNOR'S OFFICE	FIRSTLADY.NV.GOV	13	4	1	0	0	0	21	0	0	0	22	IN PROGRESS
GOVERNOR'S OFFICE	GOV.NV.GOV	3111	5	2028	1	3	15	2120	5	0	0	4172	IN PROGRESS
GOVERNOR'S OFFICE	GOVCONFERENCE.NV.GOV	18	0	10	0	4	0	31	0	0	0	45	NOT STARTED
GOVERNOR'S OFFICE	LTGOV.NV.GOV	55	5	30	0	0	0	98	0	0	0	128	NOT STARTED
GOVERNOR'S OFFICE	NV.GOV	78	0	6	0	0	4	73	0	1	0	84	ADA COMPLIANT
GOVERNOR'S OFFICE	OSIT.NV.GOV	54	0	318	1	88	7	40	0	0	0	454	NOT STARTED
GOVERNOR'S OFFICE	SAGEBRUSHFCO.NV.GOV	94	1	703	3	18	2	117	0	0	5	848	NOT STARTED
GOVERNOR'S OFFICE	ZZ - TOTAL ROWS: 11	3849	19	5861	48	294	54	2752	65	10	78	9087	
HEALTH & HUMAN SERVICES	ADSD.NV.GOV	229	13	2060	63	572	36	83	0	0	6	2820	NOT STARTED
HEALTH & HUMAN SERVICES	DCFS.NV.GOV	307	29	3034	36	370	12	276	0	0	0	3726	NOT STARTED

DEPARTMENT	WEBSITE NAME	WEB PAGES	FORMS AND SUR-								UNKNOWN FILE TYPE	TOTAL FILES	ADA STATUS
			VEYS	PDFS	EXCEL	WORD	PPT	IMAGES	AUDIO	VIDEOS			
HEALTH & HUMAN SERVICES	DHCFP.NV.GOV	671	5	3218	51	65	6	103	2	8	2	3455	NOT STARTED
HEALTH & HUMAN SERVICES	DHHS.NV.GOV	338	6	1424	7	37	4	269	1	0	0	1742	NOT STARTED
HEALTH & HUMAN SERVICES	DPBH.NV.GOV	2687	5	4964	46	220	62	529	3	9	0	5829	NOT STARTED
HEALTH & HUMAN SERVICES	DWSS.NV.GOV	222	2	751	0	5	0	189	0	0	2	947	NOT STARTED
HEALTH & HUMAN SERVICES	SUICIDEPREVENTION.NV.GOV	83	1	100	0	0	0	25	0	0	0	125	NOT STARTED
HEALTH & HUMAN SERVICES	ZZ - TOTAL ROWS: 7	4537	61	15551	203	1269	120	1474	6	17	27	18644	
NVCOURTS	NVCOURTS.GOV	2956	0	31	0	0	0	490	1326	29	2	1878	NOT STARTED
NVCOURTS	ZZ - TOTAL ROWS: 1	2956	0	31	0	0	0	490	1326	29	1357	1878	
PUBLIC SAFETY	BADGEONBOARD.NV.GOV	5	0	3	0	0	0	17	0	0	0	20	NOT STARTED
PUBLIC SAFETY	CAPITOLPOLICE.NV.GOV	31	0	2	0	0	0	41	0	0	0	43	NOT STARTED
PUBLIC SAFETY	DEM.NV.GOV	279	1	1122	22	73	14	183	0	1	0	1414	NOT STARTED
PUBLIC SAFETY	DOC.NV.GOV	169	1	1452	0	14	93	210	0	0	0	1769	NOT STARTED
PUBLIC SAFETY	DPS.NV.GOV	145	0	154	1	6	0	72	0	0	1	234	NOT STARTED
PUBLIC SAFETY	FIRE.NV.GOV	80	0	283	0	21	10	56	0	0	1	371	NOT STARTED
PUBLIC SAFETY	ID.DPS.NV.GOV	58	0	5	0	1	0	39	0	0	0	45	NOT STARTED
PUBLIC SAFETY	IIC.NV.GOV	34	0	43	0	1	1	35	0	0	0	80	NOT STARTED
PUBLIC SAFETY	NHP.NV.GOV	62	0	214	0	1	0	88	0	0	0	303	NOT STARTED
PUBLIC SAFETY	NPP.DPS.NV.GOV	74	0	554	1	3	0	52	0	0	0	610	NOT STARTED
PUBLIC SAFETY	OCL.NV.GOV	52	1	37	19	51	0	7	0	0	0	114	NOT STARTED
PUBLIC SAFETY	OTS.NV.GOV	34	0	31	0	2	1	14	0	0	1	49	NOT STARTED
PUBLIC SAFETY	SERC.NV.GOV	96	0	301	10	76	0	7	0	0	0	394	NOT STARTED
PUBLIC SAFETY	TRAINING.DPS.NV.GOV	8	0	0	0	0	0	2	0	0	0	2	NOT STARTED
PUBLIC SAFETY	ZZ - TOTAL ROWS: 14	1127	3	4201	53	249	119	823	0	1	3	5448	
TAXATION	MARIJUANA.NV.GOV	30	0	25	0	0	0	20	0	0	0	45	NOT STARTED
TAXATION	TAX.NV.GOV	354	4	1766	113	258	18	205	38	1	2	2401	NOT STARTED
TAXATION	ZZ - TOTAL ROWS: 2	384	4	1791	113	258	18	225	38	1	41	2446	
TREASURER	COLLEGKICKSTART.NV.GOV	41	0	29	1	0	0	42	0	0	0	72	NOT STARTED
TREASURER	WWW.NEVADATREASURER.GOV	255	0	450	0	2	0	156	0	1	0	609	NOT STARTED
TREASURER	ZZ - TOTAL ROWS: 2	296	0	479	1	2	0	198	0	1	1	681	

Specific testing request for Brett Silver for ADA Compliance testing using JAWS-1/22/16 11:11amDS

Summary of issues/recommendations of attached test results sent to Brett (using JAWs):

Assumption that we are ONLY responsible for agencies that are using our CMS environment that are using our Ektron templates. Sites like NDOW, Courts, and Insurance are not included as well as other sites that users have done themselves or had outside vendors build & support.

Need to identify document types to make it easier for disability

- Review Smart forms to see if they can be modified to:
 - Require users to add document type

Estimated completion time: TBD – requires template changes

Need to make sure TABLES within CMS have been built to ADA specifications (add link)

- Once they are, Tables work perfectly
- Need to ensure all users have updated their TABLES to be ADA compliant
- See procedures

Estimated completion time: TBD – Requires template & code changes

Need to test a GOOGLE doc or On-Line form & see if they have the same issues as Form Stack

- Decide NOT to allow these on-line forms in our environment if they are NOT ADA compliant
 - Risk if we do
 - Are we responsible for compliance if agencies select to use these options - mandated by Legislature to be on-line
- Find a solution – TBD

Governor's Proclamations - Huge issue

- The Governor's proclamations are graphics. All JAWS reads is the Alternate text that is added
 - Need to talk with Mari & suggest the following
 - Create a new Template that is similar to the Governor's Press Releases so we can build the proclamation in a page, not a graphic
 - Can attach the current graphic to the page if someone wants to print it
- Resolution – Discuss with Mari and get an approval – then need to create template & code behind

Need to learn more about ADOBE and how to OCR documents for readability

- Ensure that changing LANGUAGE ONLY function makes it readable
- Ensure it gives JAWS the extra prompts that Brett mentioned in 12/14 , 2:49pm memo
- *Adobe FormsCentral retired its form builder on July 28, 2015. Appears Form Stack is the best replacement and it claims to be [508 Compliant](#), however, when we tested their product using WAVE, we were getting the same errors on the Form Stack documents/online forms we tested*
- **NEED to do additional testing**

Need to evaluate Social Media (Twitter, FLICKR, Facebook)

- **Just want him to tell us if HE CAN VIEW them with JAWS**
- **WAVE identifies the Twitter Feed as an iFrame.**
- **NEED to do additional testing**

Need to evaluate ALL Embedded IFRAMES (Twitter, Google Docs, APPS)

- We are trying to test IFRAME visibility
 - **The content of an inline frame is read as if it were part of the page that contains it. The content of the iframe must be accessible. A title attribute value for the iframe will generally be read by a screen reader when the iframe is encountered.** Ensure that the content within the iframe is accessible. Optionally, a title attribute value can be added to provide a brief, advisory description of the iframe.
 - [WEBAIM techniques for Creating Accessible Frames and iFrames](#)

Testing criteria #1: Tables, Documents (word, PDF), page contrast, YouTube Video, FLICKR

- Any issues with reading the table (with 4 columns, 8 rows) that contains 4 word docs, 7 PDFs
- Any contrast issues on the page – **Only individuals who have low vision issues are normally affected by contrast issues.**
- Can documents be opened and read? If not,
 - Which documents had an issue?
 - What was the Issue(s)
- Can the YouTube video be viewed? **JAWS found no issues with the [testing videos](#). However for those who rely on closed captioning only one of the 4 videos would be accessible.**
- Can the FLICKR photo be viewed?
- Does either the YouTube or FLICKR present unique challenges? **Not for JAWS**

Any comments, recommendations

HR Resources Test Page

[Test page/Link:](#)

TESTING FOR ACCESSIBILITY

Separation From Service Forms

Form Title	Word	PDF	Revision Date
Recommendation of Separation Pursuant to NAC 284.611	NPD-42	NPD-42	4/2015
Notice of Transfer or Resignation	NPD-45	NPD-45	11/2015
Layoff Notice/Re-Employment Placement Forms	FS-LD Forms	FS-LD Forms	2/2015
2015 Employee Exit Interview Survey Memo		Ext Survey Memo (Includes Link to Online Version)	2015
2015 Employee Exit Interview Survey Paper Version		Ext Survey	2015
2016 Employee Exit Interview Survey Memo		Ext Survey Memo (Includes Link to Online Version)	2016
2016 Employee Exit Interview Survey Paper Version		Ext Survey	2016

• Statutes & Regulations Original (pdf)
• Statutes & Regulations - Language Only (pdf)
• Statutes & Regulations (.docx)
• Statutes & Regulations (.doc)

Video File Link

- Link to YouTube Video

Flickr photo link

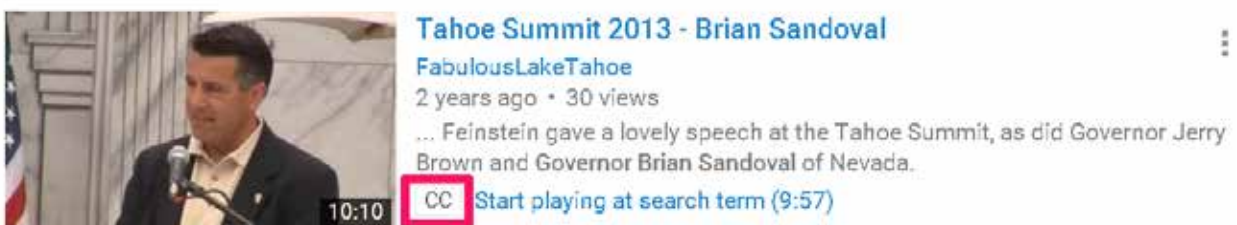
- Link to a Flickr Photo

JAWS Evaluation:

- 1/7 1:02pm -Page was great. Even navigated the Exit Survey & it worked perfectly
- Table was already ADA compliant & that worked
- **Flickr – The photo opened and identified the photo of Governor Sandoval and it also provided JAWS options to share, like or download.**
- YouTube – **would be helpful if we could display a pause button so users could stop the audio to hear JAWS as it was difficult to hear JAWS over the videos. It didn't completely walk on JAWS but did make it more difficult. Recommend making the pause, play, forward, back buttons so they are identifiable by JAWS.**
 - Played, but sound quality was very bad (might have been his speakers or microphone on camera because when he used headphones he could hear it properly & everything worked properly – **poor quality sound was due to the use of a microphone without a speaker.**

Possible Resolution:

- NEED to test Social Media (FLICKR, YouTube, TWITTER, Facebook)
- text script (text equivalent) required for all audio & video files
- Some YouTube videos are Closed Captioned which makes them accessible to more individuals. You will see (CC) in the description if a YouTube video is compliant (see below). On video page we added a closed captioned video for testing purposes.



Tahoe Summit 2013 - Brian Sandoval
FabulousLakeTahoe
2 years ago · 30 views
... Feinstein gave a lovely speech at the Tahoe Summit, as did Governor Jerry Brown and Governor Brian Sandoval of Nevada.
10:10 **CC** Start playing at search term (9:57)

NEED to make sure Users make their Tables ADA compliant

Testing criteria #2: Governor's proclamations

- that are an images, then is PDF, then added to website
- Single proclamation that is a PDF of an Image of the Proclamation
 - Can you read the proclamation?
 - Is the alternate text descriptive enough to provide a meaningful grasp of the content?
 - Does JAWS identify any issues?

Governor's Proclamations

[Test page/Link:](#)



A Proclamation by the Governor

WHEREAS, Aurelia Ewing has faithfully devoted more than 27 years of public service to the State of Nevada, serving in a variety of roles with multiple state agencies and doing so with distinction and dedication; and

WHEREAS, throughout her more than two decades of public service, Aurelia Ewing has served as an administrative professional for the Nevada Agency for Nuclear Projects, the Nevada State Legislature, the Department of Administration, and the Nevada Department of Corrections; and

WHEREAS, Aurelia has developed a sterling reputation in the workplace, and is regarded by her friends and co-workers as a team player who is consistently helpful, understanding, and creative, as well as self-motivated and energetic; and

WHEREAS, Aurelia's work ethic and dedication to her role in state service are complemented by the balance she has struck between her professional responsibilities and her devotion to spending time with her family, enriching the lives of those around her, and pursuing her hobbies and other interests; and

WHEREAS, the State of Nevada commends Aurelia Ewing on her outstanding tenure as a dedicated state employee, and joins her friends and colleagues in extending sincere appreciation to her for her years of service, with best wishes for a happy and fulfilling retirement;

NOW, THEREFORE, I, BRIAN SANDOVAL, GOVERNOR OF THE STATE OF NEVADA, do hereby proclaim January 5, 2016, as a day in honor of

AURELIA EWING



In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 5th day of January, 2016.

Brian Sandoval
Governor

Barbara K. Legendre
Secretary of State

JAWS Evaluation:

- JAWS could only recognize the alternate text (title) **so it was not all that meaningful.**

Possible Resolution:

- Put text of proclamation in a 'long description field' (NOT best solution)
- Do not use graphic/image for Proclamations (Best solution)
 - Create template to enter content like with a Press Release
 - Attach PDF of graphic, if needed

Testing criteria #3: Various types of links (Word, PDF)

- Page contains two paragraphs, 6 links at bottom
 - Link 1 – excel document
 - Can you open the document
 - Can you traverse it?
 - Links 3, 5, 6 – link to PDF
 - Can you open the documents?
 - Can you traverse them?

Links [Test page](#)/Link:

Department of Administration
Human Resource Management

NV.gov Agencies Jobs About Nevada

search

ADA Americans with Disabilities Act

HOME ABOUT SECTIONS SERVICES CAREERS RESOURCES TRAINING BOARDS/COMMISSIONS CONTACT US

About

Mission and Vision

Schedule of Fees

State Holidays

Organizational Chart

HRM Listserv Email Subscription Management

Public Information Requests and Fee Schedule

ABOUT

Human Resource Management is a division within the Department of Administration. We operate under Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). The Administrator is appointed by the Director of the Department of Administration. The various sections in the division include Central Payroll and Employee Records, Compensation, Classification and Recruitment, Employee and Management Services, Agency Human Resource Services, and Equal Employment Opportunity. We provide a full range of human resource services with the benefits and retirement programs administered separately by the Public Employee Benefits Program and Public Employees Retirement System respectively.

Please check out the links below for more information such as our mission and vision, organizational chart, a phone list and others.

- [Human Resource Management Phone List \(xls\)](#)
- [Mission and Vision](#)
- [Organization Chart \(pdf\)](#)
- [Public Information Requests and Fee Schedule](#)
- [Schedule of Fees \(pdf\)](#)
- [State Holidays \(pdf\)](#)

JAWS Evaluation:

- Everything opened fine
- PDF documents – In some places in the document the text reads as if there are no spaces. For instance, it reads like this, “himynameisbrett-silver IworkforthestateofNevada. **it is helpful when the language is set to “English” in the file advanced properties.**
- Human Resource Management Phone list (xls)
 - Needs to add AREA Codes
- **Word documents – seemed to open fine, but appeared to omit some information where the pdf left nothing out.**
- Organization Chart (pdf)
 - # on top are meaningless
 - **In order for this to be read alternative text would need to be set for each box (image).**

Possible Resolution:

- Area codes should always be included
- Decide if Organization charts in this format should be included

Testing criteria #4: Multiple section headings on a web page – should we identify type of documents

- Page contains 7 section headings, each containing a paragraph and a link (*ignore if they go to html pages*)
- Does the page present any contrast issues?
 - If yes, what are the issues?
- Would it be helpful for JAWS if each link was identified (PDF, WORD, EXCEL, etc?)

Multiple Sections with Links

[Test page/Link:](#)

The screenshot shows a web page with a sidebar on the left and a main content area on the right. The sidebar has a 'Sections' header and a list of links: Agency HR Services, Central Payroll, Central Records, Compensation, Classification & Recruitment, Consultation & Accountability, EEO & Discrimination Investigation Unit, Office of Employee Development, and Americans With Disabilities Act. The main content area has a 'SECTIONS' header with a play button icon. Below the header is a paragraph: 'Human Resource Management is organized into Sections that provide services to state employees, agencies and the general public.' This is followed by seven section headings, each with a paragraph and a bulleted list of links: 'Agency Human Resource Services' (link to Agency HR Services), 'Central Payroll' (link to Central Payroll), 'Central Records' (link to Central Records), 'Compensation, Classification & Recruitment Section' (link to Compensation, Classification & Recruitment), and 'Consultation & Accountability' (link to Consultation & Accountability).

JAWS Evaluation:

- Yes, identifying the type of document will be helpful

Possible Resolution:

- Add type to document – Review Smart forms & determine if we can make some changes to the add the type & make it required

Testing criteria #5: Meetings template, documents (Agendas, Minutes, Attachments) & Audio files

- Meeting Page, lists 7 meeting dates, each followed by an agenda
 - Agenda
 - Supporting Materials
 - Minutes
- Last 3 meetings include an Audio file
 - Were you able to access & listen to the audio files?

Meetings

Test page/Link:

- On the [Deferred Compensation website](#) it lists 7 meeting dates, each followed by an agenda, supporting materials, and minutes. In addition the last three meeting dates include an audio file. Does JAWS identify any issues on the page and in particular were you able to access the listen to the audio files?

The screenshot shows a webpage titled "2015 MEETINGS" with a play button icon. On the left, there is a "Meetings" sidebar with a "Schedule of Meetings" section listing years from 2010 to 2016, with 2015 selected. The main content area lists seven meeting dates with their respective documents:

- December 3, 2015**
 - Agenda
 - Supporting Material
 - Minutes - DRAFT
- October 27, 2015**
 - Notice of Workshop
 - Small Business Impact
 - Possible Regulation Changes
 - Public Comment Davie
 - Meeting Audio
 - Minutes
- September 11, 2015**
 - Agenda
 - Supporting Material
 - Minutes
- August 13, 2015**
 - Agenda
 - Supporting Material
 - Minutes
- May 21, 2015**
 - Agenda
 - Supporting Material
 - Minutes
 - Audio

A red arrow points from the word "Audio" to the "Audio" link in the May 21, 2015 meeting list.

JAWS Evaluation:

- The agendas, minutes all readable by JAWS
- Multiple meetings on a page worked ok

Audio files were OK

Possible Resolution:

- text script (text equivalent) required for all audio & video files

Testing criteria #6: Online Form test (Form Stack forms using IFRAME to embed into webpage)

- On-Line form test
 - Can you open & complete a couple of the on-line forms? (do not need to submit)
 - Each form has a lot of fields & most are quite lengthy
 - Is this form easy to navigate?
 - Is the alternate text descriptive enough to provide a meaningful grasp of the content?
 - Does this on-line forms present any problems for compliance?

Online forms [Test page](#)/Link: [On-line forms using FormStack](#) tool - this page contains links to FormStack Forms.

Enrollment (Credit Card)



The screenshot shows a web form titled "Nevada State Board of Cosmetology Online Enrollment - Payment with Credit Card". The form includes contact information for Las Vegas and Reno offices, enrollment instructions stating a \$10.00 fee and no refunds, and a registration form with fields for School Registrar's Email, Name of School, Student's Name (First, Middle, Last), and Student's Social Security Number. A Nevada State Board of Cosmetology seal is also visible.

JAWS Evaluation:

- Forms are quite lengthy
- Does NOT identify the field type prior to entering your cursor into the field
- Submit form says, "Rightwards arrow button" instead of submit

Possible Resolution:

- Work with user to see if these can be fixed as Form Stack is not a tool we recommend. User just went out on their own to find it. [Formstack claims to be the only third-party online form builder that Section 508 certified. Specific Formstack Information on Accessibility.](#)
- **If forms cannot be fixed, recommend NOT ALLOWING this type of form/tool in our environment**

Testing criteria #7: Interactive Google Maps (embedded)

- Contact information located at top of page with two additional sections each containing information
 - Can you read the information (office hours, address, phone, fax)
 - Can you read the Interactive Google map to the designated locations?
- If you cannot read the map, is there anything you recommend that can replace the existing ones?

[Test page/Link:](#)

CONTACT

Human Resource Management

MAIN PHONE: (775) 684-0150 | TDD for the Hearing Impaired: (800) 326-6868 | EMAIL: hrm@admin.nv.gov
Human Resource Management Phone List

CARSON CITY



Hours: 8 a.m. - 5 p.m., Monday - Friday, closed all State holidays.

[Directions](#)

Blasdel Building
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204

Phone: (775) 684-0150
Fax: (775) 684-0122

LAS VEGAS



Hours: 8 a.m. - 5 p.m., Monday - Friday, closed all State holidays.

[Directions](#)

Grant Sawyer Building
555 East Washington Avenue, Suite 1400
Las Vegas, NV 89101-1046

Phone: (702) 486-2900
Fax: (702) 486-2925

JAWS Evaluation:

- Does not drive – so test was invalid

Possible Resolution:

- Ask BRET'T if he can at least see the map (see #9 for additional testing requests)

Testing criteria #8: Video Test

- Were you able to open and listen to the video file?

- [Test page/Link:](#)

▶ ACCESSIBILITY TEST

Governor Brian Sandoval Video Files

- NV Legislature Video

YouTube Video Governor Sandoval

- <https://www.youtube.com/watch?v=oW3tkfGh7kM>



YouTube Video - Agriculture



Ektron Recorded Login/Logout - Screen Recorded



JAWS Evaluation:

- Bad test -- add new videos or links to valid one
- **JAWS had no issues with any of these videos. Though anyone relying on closed captioning would find only one of these videos accessible.**

Possible Resolution:

- Make closed captioning available on all videos/webinars

Testing criteria #9: Embedded content (IFRAMES) –

- test to ensure they can be seen & manipulated w/JAWS
- #7-Embedded map – Can he see the map
- #1-FLICKR – can he see the photos in FLICKR? (*I am guessing he can interpret the name of the photo-if they do not give it a description, then he will just see a #*)
- #6 Form stack On-Line embedded forms
 - Contact Cosmetology & ask them if they can add descriptions – if yes, then have them add & retest
- #9 Google Docs – See if those embedded forms work
- #8 Retest Video – after you fix page or direct him to a new one

Embedded iframes

Test page/Link:

- [#7-Google maps](#)
- [#1-FLICKR](#)
- [#6-Formstack](#)
- [#9-Google Docs \(Survey\)](#) (LINDA-update alt text 1st)
- #8-Video -

JAWS Evaluation:

- #7-Google maps
- #1-FLICKR
- #6-Formstack
- #9-Google Docs
- #8-Video

Possible Resolution:

PREVIOUS TESTING:

4/21/15 [NCL homepage](#)

- Carousel had alternate text on graphics but they were P1, P2, which is meaningless

12/14/15: [Statutes & Regulation link](#) is directed to a PDF

- Cannot read the entire document (Possibly not OCR'd properly)
- Adobe WILL NORMALLY let JAWS know how many pages the document contains
 - Ask if he wanted to infer reading order
 - Ask which pages of the document he wanted to read, etc.
 - THIS DOCUMENT DID NOT DO THIS
 - **Summary of issues/recommendations of test results:**
Assumption that we are ONLY responsible for agencies that are using our CMS environment that are using our Ektron templates. Sites like NDOW, Courts, Insurance are not included as well as other sites that users have done themselves or had outside vendors build & support.
- Need to identify document types to make it easier for disability
 - Review Smart forms to see if they can be modified to:
 - Require users to add document type

Estimated completion time: TBD

- **Need to make sure TABLES within CMS have been built to ADA specifications** (add link)
- Once they are, Tables work perfectly
- Need to ensure all users have updated their TABLES to be ADA compliant
- See procedures

Estimated completion time: TBD

- Need to test a GOOGLE doc or On-Line form & see if they have the same issues as Form Stack
 - Decide NOT to allow these on-line forms in our environment if they are NOT ADA compliant
 - Risk if we do
 - Are we responsible for compliance if agencies select to use these options - mandated by Legislature to be on-line
 - Find a solution
- Need to learn more about ADOBE and how to OCR documents for readability
 - Ensure that changing LANGUAGE ONLY makes it readable
 - Ensure it gives JAWS the extra prompts that Brett mentioned in 12/14 , 2:49pm memo
 - **Adobe FormsCentral retired its form builder on July 28, 2015. Appears Form Stack is the best replacement and it claims to be [508 Compliant](#), however, we are getting WAVE errors on a few of the Form Stack documents we tested**
- Need to evaluate Social Media (Twitter, FLICKR, Facebook)
 - FLICKR -Just want him to tell us if HE CAN VIEW them with JAWS (JAWS reads out alternative text)
 - WAVE identifies the Twitter Feed as an iFrame.
 - Need to evaluate ALL Embedded IFRAMES (Twitter, Google Docs, APPS)
 - We are trying to test IFRAME visibility
 - **The content of an inline frame is read as if it were part of the page that contains it. The content of the iframe must be accessible. A title attribute value for the iframe will generally be read by a screen reader when the iframe is encountered.** Ensure that the content within the iframe is accessible. Optionally, a title attribute value can be added to provide a brief, advisory description of the iframe.
 - [WEBAIM techniques for Creating Accessible Frames and iFrames](#)
 - JAWS was able to read the queries on [Full List Data](#) as well as the Google Form at _____ with no issues, Though the column header for Status should read License Status as it was a bit unclear.

EITS Remediation Efforts

- 09/22/2017 Siteimprove's Monitoring tool is not recognizing the accessibility corrections applied to the production website. Sent email to Erica with Siteimprove asking for them to investigate as we've had this problem before where we've applied corrections to a site and the tool did not refresh and show the reduction in errors.
- 09/20/2017 applied Accessibility corrections to Department of Education's production website.
- 09/19/2017 applied Accessibility corrections to Department of Education's staging website
- 09/06/2017 website accessibility Status
 - Siteimprove identified issues on DOE Main website (Last crawled 9/6/2017)
 - <http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/Education/>
 - A - 25 issues
 - AA - 2 issues
 - AAA - 6 issues
 - PDF - 2,529 files left to remediate
 - Documents - 619 files left to remediate
 - Siteimprove identified issues on BullyFreeZone website (Last crawled 9/5/2017)
 - A - 0 issues
 - AA - 0 issues
 - AAA - 1 issues - color contrast not sufficient on 3 pages. However, when you drill down Siteimprove reports that it cannot find these instances now.
 - http://bullyfreezone.nv.gov/contact/join_our_efforts
 - http://bullyfreezone.nv.gov/home/features/bully_form_spanish
 - http://bullyfreezone.nv.gov/home/features/bully_form
 - PDFS - 27 documents left to remediate
 - Documents - 0 files left to remediate
 - Siteimprove identified issues on the Governor's website (Last crawled 9/5/17)
Note: The News and Media section is not monitored nor are the proclamations, emergency orders and executive orders compliant, though compliant versions have been created and are awaiting the Governor's Office authorization to implement (Linda was to present at the Governor's meeting that was re-scheduled)
 - A - 1 issues (1 error - The iFrame is missing a description - twitter iframe)
 - AA - 0 issues
 - AAA - 2 issues (Color contrast is not sufficient (the left nav gray box with blue text, light blue text for links, & the gray used for the down arrow on the translation drop-down box) & the link text seems not to be descriptive)
 - PDFS - are not being checked in this site
 - Siteimprove identified issues on NV.GOV (Last crawled 9/2/17))
 - A - 0 issues (1 warning - Content outside of landmarks on Agencies & Departments Lists)
<http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/nvGov/>
 - AA - 0 issues
 - AAA - 0 issues
 - PDFs - none with accessibility issues
- 08/10/2017 website accessibility Status
 - Siteimprove identified issues on DOE Main website <http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/Education/>
 - A - 25 issues
 - AA - 2 issues

- AAA - 6 issues
- Siteimprove identified issues on BullyFreeZone website <http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/BullyFree/>
 - A - 0 issues
 - AA - 0 issues
 - AAA - 0 issues
- Siteimprove identified issues on the Governor's website <http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/GovernorsOffice/>

Note: The News and Media section is not monitored nor are the proclamations, emergency orders and executive orders compliant, though compliant versions have been created and are awaiting the Governor's Office authorization to implement (Linda was to present at the Governor's meeting that was re-scheduled)

 - A - 0 issues
 - AA - 0 issues
 - AAA - 2 issues
- Siteimprove identified issues on NV.GOV <http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/nvGov/>
 - A - (1 warning - Content outside of landmarks on Agencies & Departments Lists)
 - AA - 0 issues
 - AAA - 0 issues
- 07/20/2017 Diana attended Microsoft Word Accessibility Series - Full Check and Conversion to PDF
- 07/06/2017 Diana attended Word Accessibility Series (Page Structure)
- 06/24/2017 website accessibility Status (Before)
 - DOE Main Siteimprove identified <http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/Education/>
 - A - 23 issues
 - AA - 12 issues
 - AAA - 6 issues
- 05/30/2017 Diana & Derek attended Old Versus New: Original Section 508 Standards (2000) compared to the Revised Section 508 Standards (2017) (US Access Board)
- 03/28/2017 Diana & Derek attended WCAG 2.0 and the Revised Section 508 Standards (US Access Board)
- 03/2017 Derek attended Siteimprove Accessibility Certification (Non-Technical Track & Technical Track)
- 02/03/2017 BULLYFREEZONE
 - Siteimprove identified
 - A - 5 issues
 - AA - 0 issues
 - AAA - 1 issues
- 01/31/2017 Diana attended Access Boards *Section 508 Refresh - ICT Final Standards and Guidelines (2017)*
- 12/09/2016 Siteimprove identified issues on the Governor's website *Note: The News and Media section is not monitored nor are the proclamations, emergency orders and executive orders compliant*
 - A - 36 issues
 - AA - 3 issues
 - AAA - 8 issues
- 09/29/2016 Diana met with Siteimprove's Accessibility Expert Kevin Ryberg to discuss and verify items that required review were handled appropriately
- 09/01/2016 Diana took UX Foundations: Accessibility (Lynda.com)
- 08/31/2016 Diana took Advanced Accessible PDFs (Lynda.com)
- 08/31/2016 DOE Main website accessibility Status (Before) http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Users/2016-08-31_DOE_AccessibilityReport.pdf
 - Siteimprove identified

- A - 17 errors, 7 warnings and 7 items needing review
- AA - 1 error, 0 warnings and 3 items needing review
- AAA - 7 errors, 1 warning and 6 items needing review
- 08/30/2106 NevadaReady.nv.gov website accessibility Status (Before) http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Users/2016-08-31_NevadaReadyAccessibilityReport.pdf
 - Siteimprove identified
 - A - 13 errors, 4 warnings and 2 items needing review
 - AA - 1 error, 0 warnings and 1 item needing review
 - AAA - 4 errors, 1 warning and 1 item needing review
- 08/25/2016 BullyFreeZone.nv.gov Remediation Status <http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Users/2016-08-25-0455pm-AccessibilityReport.pdf>
 - Siteimprove identified
 - A - 0 errors, 1 warning and 0 items needing review
 - AA - 0 errors, 0 warnings and 0 items needing review
 - AAA - 1 error, 0 warnings and 0 items needing review
- 08/22/2016 DOE Employee Training Plan
- 08/18/2016 Created *Email* http://it.staging.nv.gov/Sections/Application_Development/WebGrp/Accessibility/Email/
- 08/09/2016 Diana began working on making Bullyfreezone.nv.gov Section 508 and WCAG 2.0 compliant
- 08/08/2016 Diana attended Siteimprove's Technical Track Accessibility Certification
- 08/08/2016 BullyFreeZone.nv.gov Remediation Status http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Users/2016-08-08_AccessibilityReport.pdf
 - Siteimprove identified 8 A errors, 4 A warnings and 3 items needing review; 1 AA error, 1 item needing review and; 3 AAA errors, 1 AAA warning and 1 item needing review
- 08/06/2016 Diana took Siteimprove's Non-technical Accessibility Certification
- 08/01/2016 Created *Accessible Documents* http://it.staging.nv.gov/Sections/Application_Development/WebGrp/Accessibility/Accessible-PDFs/
- 08/01/2016 Created *HTML Remediation* http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/HTML-Remediation/
- 08/01/2016 Created *Audio & Video* http://it.staging.nv.gov/Sections/Application_Development/WebGrp/Accessibility/Audio-Video/
- 08/01/2016 Created *Accessible PDF Documents* http://it.staging.nv.gov/Sections/Application_Development/WebGrp/Accessibility/Audio-Video/
- **???** **When was Siteiprove purchased?**
- 07/14/2016 Diana trained Roxanne Starbuck in Accessibility (Overview, html, pdf & office documents) and recommended Roxanne begin by getting a handle on the documents on their website. All users would need to be trained to submit accessible documents and going forward only accessible documents would be posted to NDE's website(s).
 - Also recommended Roxanne take the following courses on Lynda.com
 - Web Accessibility Principles
 - Foundations of UX: Accessibility
 - Improving SEO Using Accessibility Techniques
 - Creating Accessible Documents with Microsoft Office
 - Creating Accessible PDFs (2014) or Creating Accessible PDFs with Adobe Acrobat DC (no need to take both)
 - Advanced Accessible PDFs (Optional)
 - And review the following resources:
 - Creating Accessible PDFs - from Veterans Affairs (external link)
 - PDF File Remediation - from GSA (external word doc)
 - PDF Accessibility - from Teaching Commons (external link)

- Adobe Acrobat X Training from Adobe (external link)
- PDF Techniques for WCAG 2.0 (external pdf)
- WCAG 2.0 Techniques for PDF (external pdf)
- 07/14/2016 Roxanne Starbucks Credentials Presented http://ada.nv.gov/Users/Dept_of_Education/DOE/7142016-DOEStaffCredentials-Roxanne.docx
- 07/14/2016 Presented [EITS Web Enterprise Staff Credentials](#) & [EITS ADA Accessibility Checklist](#)
- 07/13/2016 Diana took *Creating Accessible PDFs (2014)*
- 07/12/2016 Diana took *Creating Accessible Documents with Microsoft Office* and *Web Accessibility Principles* on Lynda.com
- 07/07/2016 Created *Accessibility Resources* http://it.staging.nv.gov/ADA_Resources/
- 06/30/2016 FYI. *More press comments on Nevada Settlements*
 - Reno Gazette Journal <http://www.reviewjournal.com/news/education/nevada-doe-agrees-fix-website-settlement-federal-government>
 - Las Vegas Review Journal <http://www.rgj.com/story/news/education/2016/06/29/wash-oe-school-district-settles-federal-investigators/86532680/?from=global&sessionKey=&autologin>
- 06/29/2016 *ED/OCR Website Accessibility Press Releases* <http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Users/EMAIL-ED-OCR%20Website%20Accessibility%20Press%20Release7.1.16.pdf>
- 06/27/2016 *Final DOE Resolution Agreement (signed by Steve Canavero Ph.D. Superintendent of Public Instruction) approved by OCR (Feds)* http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Users/FINALAPPROVEDSIGNED-OCR%20Reference_10161101_06%2016%202016.pdf
- 06/16/2016 *Grett Ott, Deputy AG sent final Resolution Agreement to OCR (Feds)*
- 06/09/2016 Linda met with the State of Michigan to discuss remediation of their websites
- 06/01/2016 Diana Took OFAC 049 Section 508: What is It and Why is It Important to You? From the Department of Homeland Security
- 05/24/2016 Created *What Users Can Do* http://it.nv.gov/ADA_WhatUsersCanDo/
- 05/24/2016 Diana Took *The Basics of Manual and Automatic Testing for Section 508*
- 05/24/2016 Diana Took training “U.S. Access Board Meeting and Webcast” on Accessibility from Great Lakes ADA Center, Chicago, IL
- 05/23/2016 Created *Wave Errors* [http://ada.staging.nv.gov/LessonsLearned/WAVEerrors\(1\)/](http://ada.staging.nv.gov/LessonsLearned/WAVEerrors(1)/)
- 05/22/2016 fixed title and alt text issues in carousel template <http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Users/WAVE%20-%20DOE%20evaluation%205.22.16%20-%20AFTER%20Carousel%20Titles%20were%20fixed%20-%2008%20errors%20left.pdf>
 - WAVE identified 8 Errors and 20 Alerts
- 05/19/2016 WAVE evaluation of DOE homepage <http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Users/WAVE-www.doe.nv.gov%20-%2005.19.16%20-%2014%20errors.pdf>
 - WAVE identified 14 Errors and 14 Alerts
- 05/18/2016 Department of Education contacted EITS to discuss ADA issues with their website
- 04/07/2016 Created *Lessons Learned* http://ada.staging.nv.gov/LessonsLearned/Lessons_Learned/
- 03/14/2016 Created *Compliance* <http://ada.staging.nv.gov/Compliance/Compliance/>
- 02/11/2016 ADA Website Coordination Committee first meeting
 - Linda prepared “Development of a new ADA Compliance website” http://ada.nv.gov/uploadedFiles/ada,nvgov/content/Meeting/NevadaADACompliantWebsiteProposal_3.15.16.docx
- 02/03/2016 Diana took Section 508 Best Practices Webinar “Managing Partial Compliance with Section 508”
- 01/22/2016 JAWS Test performed by Brett Silver <http://ada.nv.gov/uploadedFiles/ada,nvgov/content/LessonsLearned/JawsTest.BrettSilver.1.22.16Retest.doc>

- **11/2015 - 01/2016???** Linda wrote white paper suggesting the state create an ADA Website Coordination Committee to share the web group's current effort to make the State of Nevada websites become Section 508 and WCAG 2.0 compliant.
- 11/24/2015 Created <http://ada.nv.gov>
- 09/2015-11/2015 Diana ran WAVE on single pages and discovered and began fixing Errors and Warnings identified on hr.nv.gov
- 09/2015 Diana assigned to research and evaluate ADA accessibility tools and WAVE was chosen as the best free tool
- 08/2015 Identified risk due to the State CMS templates not having been built to be Section 508 and WCAG 2.0 compliant

ADA Accessibility Training Checklist

Training Provided:

All training can be found on our [State of Nevada CMS Training website](#)

1. [Overview of Section 508 Standards checklist](#) (pdf)
2. [Webaim Overview of WCAG Standards – checklist](#)
3. Understanding Website Accessibility Checkers and Compliance Tools
 - a. [WAVE Accessibility Tool](#)
4. Understanding screen readers and accessibility tools
 - a. [WebAim screenreader](#)
 - b. Fang (Mozilla Firefox extension)
 - c. Coblis — [Color Blindness Simulator](#)
 - d. [iamcal.com](#)
 - e. [Can Color-Blind Users See Your Site?](#)
 - f. [Vischeck color blindness emulator for images](#)
 - g. [Juicy Studio Readability Test](#)
5. HTML & Edit Rich Area Text Field [Restrictions against hyperlinks](#)
6. [creating Section 508 Compliant Tables](#)
 - a. Differentiating between data and layout tables
 - b. Avoid using tables for layout purposes - use another layout rather than a table whenever possible
 - c. How to make layout tables section 508 compliant when one must be used
7. [Make sure all text hyperlinks are placed in Link/List fields](#)
8. Use buttons only for actions and use hyperlinks for navigation to assist screen readers
9. how to [add missing alternative text](#) to images
10. [suspicious link text](#) – Link text contains extraneous text or may not make sense out of context
11. [underlined text is present](#) – underlined text indicates a link (Use strong or em instead)
12. Overview of creating [Accessible Microsoft Word , Excel and PowerPoint Documents](#) (attached)

13. Overview of creating [Accessible Adobe PDF Documents](#) (attached)

14. [Video Accessibility](#)

a. [Video Captions and Audio Transcripts](#)

15. Follow Up

- **All State of Nevada employees who are updating, maintaining or providing documents for websites/applications need to review and understand the information provided on the pages below and should take advantage of any training and webinars being offered.**

- [What Users Can DO](#)

- [Accessibility Resources to Users](#)

- Web Accessibility Principles – Lynda.com (6 hrs 9 min)

- Creating Accessible PDFs (2014) – Lynda.com (1 hr 31 min)

- Creating Accessible Microsoft Office Documents – Lynda.com (4 hr 5 min)

NOTE: Editors are responsible for ensuring ALL content and documents posted to their agency's website are Section 508 and WCAG 2.0 Compliant.

Details of Document Training

Accessible Word, Excel & PowerPoint Documents

Assistive Technologies traverse documents using semantic tags. It will present a list of page headings <h1>, <h2>, <h3>, etc. that the user uses to scan to the topic they are using. If headings are not used to section the page a screen reader user must read the entire document to locate the information they are looking for when they should be able to traverse to the section they want using the headings and only read the portion of the document they want. Just like a sighted user would scan the page and hone in on the section that contains the information they are looking for.

AVOID LONG PAGES OF TEXT WITH NO SECTION HEADINGS

- Methods of Conversion from Office Doc to PDF
- Going to print > PDF creates an inaccessible document as it does not migrate styles, tags, etc. to the converted document
- Going to Save As and choosing PDF also creates an inaccessible document
- You must see the Acrobat tab in the Office product in order to migrate semantic markup

Best Practices

- Use templates for specific documents
- Use title, heading styles, body style, etc.
- Add alt text to images and links
- Use captions for images, tables and equations

- Always provide expansion text for acronyms - spell it out the first time - there is some debate on not spelling it once in each section because A sightless user may skip the section the expansion text is provided in.
- Use standard and easy to read fonts like sans-serif fonts like Arial and Verdana
- Use good color contrast
- Use plain language or plain English
 - Consider your target audience
 - Convey ideas with clarity
 - Don't sound formal; omit unnecessary details
 - Scale back info and use examples - only what reader needs to know
 - Use active voice whenever possible - emphasizes the doer of an action and is usually brifer and clearer than the passive voice
- Identify table header rows - repeat header rows at top of each page
- Avoid text boxes in Word. They stand alone on the page like they are floating over other elements and appear at the far left margin and so the the screen reader will not identify the box and the sightless user will not gain the information in a text box.
- Avoid single-cell tables in Word
- Create a single image out of grouped object and add alt text
- Where an image is very complex, provide a separate descriptive document to explain the complex image. Make sure the document is accessible

Accessibility Checkers in Word, Excel & PowerPoint

File > Info > Check for Issues> Check Accessibility

Accessible Word Documents

- Add styles, headings and designate body text, footers, etc. to make text accessible
- Always provide expansion text for acronyms - spell it out the first time - there is some debate on not spelling it once in each section because A sightless user may skip the section the expansion text is provided in. Avoid creating space using the spacebar - set proper tab stops instead
- Avoid creating space between paragraphs by pressing the enter key multiple times - set spacing between paragraphs
- Create proper page breaks rather than by pressing the enter key multiple times to go to the next page
- Make images accessible
- Make tables accessible
 - Merged and split cells are not accessible in Word - if the document will be converted to pdf you can tag the merged or split cells in Adobe Acrobat
 - must have header rows
 - watch contrast issues
 - Tagging tables for accessibility in word
- Making hyperlinks accessible
- Making lists more accessible
- Using text-to-speech functionality
- Considering object order for screen readers
- Adding metadata
- Understanding outline levels
- Adding bookmarks in word

- Adding alternative text in word

Accessible Excel Documents

- Formatting cells for accessibility
 - Merged/split cells are not accessible (to fix on HOME toolbar click drop-down next to Merge & Center and choose Unmerge Cells) - or fix in acrobat if the document will be converted
 - use san-serif fonts (Arial & Verdana)
- Naming sheets for navigation
- Creating accessible objects
- Creating accessible tables
 - no merged cells
 - must have header rows
 - watch contrast of rows
- Creating accessible hyperlinks
 - must have alt text just like tables
- Considering object order for screen readers

Accessible PowerPoint Documents

- Design considerations for accessibility
 - Avoid backgrounds with textures, pictures or dark colors
 - For better visibility we should have plain simple backgrounds with good contrast (like black text on white background) solid color or no color at all.
- Always provide expansion text for acronyms - spell it out the first time - there is some debate on not spelling it once in each section because A sightless user may skip the section the expansion text is provided in.
- Making objects more accessible
- Adding alt text to media
- Considering object order for screen readers

Accessible PDF Documents

- Easiest to do most of the work in source document. Much more time consuming and complicated to correct items in Adobe Acrobat. Remediation after the fact is difficult.
- Understanding the experience for users with visual impairments - we scan the headlines to look for information of interest rather than reading the whole page
 - JAWS
- All PDF files are not created equal. Much depends on the semantic markup applied in the source document (examples tri-fold brochure)
 - tags navigation pane right click on the toolbar to the far left and choose the tags pane if it is not visible
 - Text in images are not tagged and degrade when enlarged or magnified
 - Text that can be selected can not only be tagged but it doesn't degrade when magnified and lowers file size
- Understanding reading order
- Keep contrast in mind
- Always provide expansion text for acronyms - spell it out the first time - there is some debate on not spelling it once in each section because A sightless user may skip the section the expansion text is provided in. You can do this with a tag in a PDFs document. Apply it in every section an abbreviation occurs.
- Understanding design considerations

- Simple designs render more easily to accessibility
- Agency spec
- Checking and fine-tuning the PDF after conversion from Word
- Understanding PDF remediation in Acrobat
 - Adding tags to an Acrobat document
 - Fixing elements using the content panel
 - Artifacts an element means you are removing the semantic tags from an element so it will be ignored by assistive devices - these are images or objects that don't add meaning to the content - make this a background element in the touch up reading order tab. This can also be done in the tags panel.
 - Tagging tables - order panel - select table (Table Editor)
 - Tag it as a table
 - Identify Header rows
 - Apply scope
 - Adjusting document properties
 - Metadata Description tab - add Title, Author, subject, keywords
 - Initial View tab - under Windows options - SHOW select document title instead of file name
 - Advanced tab - define language as English
 - Adding bookmarks is a way of adding additional navigation for both sighted and sightless users
 - Adding alternative text (images that are tagged must contain)
 - Add it via the orders panel go options & show reading order panel, click on figure and right-click and choose edit alternate text
 - Tags panel click on figure right-click and choose properties and enter alt text
 - Converting a PDF back to a native format - this may be an option for small documents or large ones if you have no other choice as it is easier to remediate it in the source application than in the Acrobat.
 - PDF2ID will export something from InDesign so you can add accessibility features
 - Checking and fine-tuning the remediated PDF
 - Always run it through the accessibility checker at the end to be sure of compliance
 - Using the Make Accessible Wizard
 - Click tools pane > open Action Wizard category > Make Accessible
 - Table of Contents should link. How you do this will vary depending on your version of Adobe Acrobat

User resources

- PDF Accessibility Checker (PAC 2) - is better than the one built in to the Microsoft Products
- WebAim website resources
- PDF/UA [Blog Accessibility](#) - keep an eye on this and run a search
- Lynda.com - Up and Running with Acrobat X by Chad Chelius

Training for ADA Documentation Remediation

To make Microsoft Word, Excel or PowerPoint documents ADA compliant, you need knowledge of Microsoft's Word, Excel and PowerPoint software, and how to apply and use styles.

Getting Familiar with American Disability Act (ADA)

1. Review: [What is Web Accessibility?](#)
2. Watch the webinars at: [ADA Accessibility](#)
3. Explore disabilities to be accommodated:
 - a. Explore [Web Accessibility Perspectives: Explore the Impact and Benefits for Everyone](#)
 - b. [Assistive Technology Approaches for Improved PC Access](#)

Needed Software:

1. You also need the follow software loaded on your pc:
 - a. Microsoft Word, Excel, and PowerPoint
 - b. Adobe Acrobat DC
2. Our recommended training also requires access to [Lynda.com](#) software. This software is available on-line for FREE and can be accessed with a Library card.
 - a. Don't have a Nevada county library card?
 - i. [Carson City Library](#)
 - ii. [Washoe County Libraries](#)
 - iii. [Douglas County Libraries](#)
 - iv. [Lyon County Libraries](#)
 - v. If you live in the rural counties, or Clark County, you may be able to access [Lynda.com](#) (with a local library card)

Are you ready to get started remediating your Microsoft documents?

3. Click on [Lynda.com](#)
 - a. When Welcome to Lynda.com login come up
 - i. Enter your Library card # and your Pin #
4. Recommended Training Courses
 - a. Creating Accessible Documents with Microsoft Office (Lynda.com)
5. If you are not familiar with proper formatting and apply styles to your Word, Excel or PowerPoint documents, please applicable classes (**Note: Below xx refers to the version of the software on your computer**):
 - i. Word 20xx Essentials - [Course outline](#) – **See Attachment A**
 - ii. Excel 20xx Essentials
 - iii. PowerPoint 20xx Essentials
 - iv. [Microsoft Excel 2010](#) (external word doc - 1.2 MB)
 - v. [Excel Document Remediation](#) (external word doc)
 - vi. [MS Excel Accessibility Guidance Final Q-v1](#) (external word doc)

- vii. [Microsoft PowerPoint 2010](#) (external word doc - 1.9MB)
- viii. [PowerPoint Remediation Checklist](#) (external word doc)
- ix. [Microsoft PowerPoint 2010. Subtitling text add-in for Microsoft PowerPoint](#) (STAMP) [a nongovernment website] (external word doc)

Creating PDFs

It is much easier and quicker to add accessibility features to a word, Excel or PowerPoint document than it is to remediate the accessibility issues after conversion to PDF.

- 6. Creating Accessible PDFs (2014) or Creating Accessible PDFs with Adobe Acrobat DC (Lynda.com) depending on Adobe Acrobat version on trainee's computer
 - a. Advanced Accessible PDFs (Lynda.com)
 - b. [How to Write Meaningful Alternate Text](#) (external link)

Do you have to remediate a PDF without any source document?

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Attachment A - Word 2010 Essential (Lynda.com)

Instructions

To take this course, go to the Enterprise IT Services website's "[Accessible Documents & Training](#)" page and click the appropriate link that provides you access to Lynda.com. Run a search on Lynda.com for "Word 2010 Essential". Review the sections listed below:

Introduction

- Using the exercise files

Formatting Paragraphs

- Changing line spacing (5m 2s)
- Using indents and setting tabs (7m 20s)
- Creating a bulleted or numbered list (6m 11s)
- Keeping text together through page breaks (4m 2s)
- Applying shading and borders to paragraphs (4m 14s)

Using Styles for More Effective Formatting

- Power formatting with styles (7m 34s)
- Changing a document's theme (6m 59s)
- Changing style sets, color sets, fonts and paragraph spacing (3m 31s)
- Applying Quick Styles and clearing formatting (5m 18s)
- Creating a Quick Style set (6m 24s)
- Using the Navigation pane with styles (3m 1s)
- Easily creating a table of contents (5m 32s)
- Restricting formatting to a selection of styles (4m 58s)
- Creating a multilevel list using styles (6m 53s)

Working with Tables

- Converting text to tables (3m 36s)
- Formatting tables for readability (4m 8s)
- Sorting table data (5m 19s)
- Merging, splitting, and formatting cells to create a form (8m 53s)
 - Note: If merged or split cells are used they are not accessible. If document will be converted to pdf this can be corrected after conversion.
- Converting a table to text (2m 41s) – note: you can make a table accessible by including table headings and associating the headings with columns or rows.
- Using Quick Tables (4m 19s)

Illustrating a Document

- Converting text to tables (3m 36s)
- Applying styles to graphics (5m 40s)

Document Building Blocks

- Understanding building blocks (3m 41s)
- Numbering pages and applying headers and footers (6m 56s)

Modifying Page Layout

- Inserting sections to organize a document (5m 17s)

Sharing Documents

- Trouble-free document sharing (5m 38s)

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Web Accessibility Quick Vids Outline

A Brief Overview Website Accessibility (Video 1)

Justification for this video: As the users develop more accessible sites and use the resources/tools we direct them to, it is important that they have a base level understanding of some nomenclature related to ADA, DOJ, And WC3. This video will help the user understand the groups that govern accessibility standards.

- [ADA Section 508](#)
- [Department of Justice](#)
- W3C – [WCAG 2.0](#)
- *ADA is not just about websites, talk about the Physical ADA in (video 3)*

Three Reasons for Accessible Websites (Video 2)

Justification for this video: Without delving too much into the legal aspects of accessibility, I think it's important to make sure that the user viewing/reading this content understand that accessibility is required by the feds and follows best practices for individuals with disabilities as well as the best way to structure a site for search engine optimization, site maps and overall structure/organization.

- The Federal government is in the process of reviewing state agencies that take federal money for compliance with ADA Section 508
- It's the best way to make sure that all citizens have the ability access information and services.
- It's the best way to structure a website for sighted users and search engine optimization as well.

Barriers to Website Accessibility (Video 3)

Justification for this video: One of the things about accessibility is that it seems like there is a high premium placed on sighted or unsighted users, but one thing our user base needs to sufficiently understand the accessibility issues faced by other disabilities.

- Physically impaired who do not have use of their hands may need to use speech recognition to navigate the website.
- Blind individuals may need to use screen readers and other assistive technology to convert visual information into speech.
- Visually impaired individuals may be able to see text but require the ability to zoom in without losing resolution, or may need higher contrast between text and backgrounds on the website.

- Hearing impaired individuals may need subtitles or transcripts for multimedia like audio and video that is included as part of the website.
- Cognitively impaired individuals may not be able to read and/or retain quickly enough for content that times out.

ADA Americans with Disabilities Act, *make sure you talk about this. It is the physical [ADA compliance](#) like making sure there are ramps for wheelchairs at the DMV, etc. add the link to the page it links to*

Accessibility Standards for State Websites (Video 4)

Justification for this video – As our users start to use the tools and the documentation, they will stumble across the standards levels Single A, Double A and Triple A. I think it's important that they are aware that they need to bring their sites in conformity with Single A/Double A compliance and understand a bit about what that means. *Make sure you explain the detail and the differences. DOUBLE A is what we are required to be.*

- There are three standards areas
- Single A
- Double A
- Triple A (not required, but something to be aware of)

Items that Require Website Accessibility (Video 5)

Justification for this video – It's important that our users understand that accessibility compliance requires their content to be compliant but also each of the below listed items. This video would also include some information related to exempted aesthetic and decorative elements on a site.

Derek – Please break up this section so each item is its own webinar. That way you can give an overview and then LINK to all of the information & details we have on [Enterprise IT Services website](#)

Each webinar should only be 1-2 minutes

- Content
 - *IMAGES – this is thing that the users have issues with the most & it needs to be detailed. Alt text needs to follow specific rules (not too long, not the same as image name, etc./*
- Forms
 - *Huge effort, many links are out there including taking Lynda.com classes to help*
- Documents

- *Huge effort, many links are out there including taking Lynda.com classes to help*
- Multimedia
 - *Huge effort, many links are out there including taking Lynda.com classes to help*
 - *Great example of this is your webinars*
 - *Explain*
- Search fields
- Anything visual or audio that is important to the user
- Iframes (**Twitter**)
- Social Media
 - *Cover Facebook, twitter, flickr, etc. and show examples*
- Exceptions
 - Purely decorative images
 - Cosmetic

Training, Resources and Tools for Web Accessibility (Video 6)

Justification for this video – This section would not be an exhaustive list of every resource/training/tool that we have available to us, but showing them how to get to those resources and communicating how the Lynda.com library card requirement could benefit the user.

- IT.nv.gov/web
 - United State Access Board
 - Accessibility Checklists
 - Accessibility Evaluation Tools
- Lynda.com (Library Card Requirement)
- *SITEIMPROVE – if funding is approved, all websites that reside in the state CMS, Ektron, will be monitored by the Siteimprove tool. This means:*
 - *Users can take online classes and become CERTIFIED in ADA*
 - *Users can then work on making their websites, or portion of their website, ADA COMPLIANT*

Department of Education

I will check with Greg Ott @ AG to see if I can add this. I don't see why not, but I will make sure before we do anything